

Lesson plan: To practise summarising skills (10-15 mins)

Cookery context

Give students text below and a few minutes to read. Where might they see a message like this?

Any comments about it? What is the problem with it? - *Too long. Just cover important points. Use text features, eg bold/ bullet points etc to emphasise key info.*

What points could be deleted? (How do you know which could be deleted?)

Stop! Read this message before start up. The slicer started making strange noises this morning and we had to get it repaired. We contacted Selectrix and one of their technicians pulled the gearbox to bits and replaced a gear wheel. He said the new gear wheel would need 'bedding in'. I didn't quite understand what he meant, but I did get the message on what we are supposed to do. We have to squirt grease into the gearbox through the top opening, once an hour for the first 5 hours of operation. I ran it for 2 hours during my shift and gave it a squirt every hour. You need to give it a squirt every hour for the next three hours. Once it has run for 5 hours, you will have to get the technician back from Selectrix to tighten it up. This is all very important, because if we do not follow these instructions, we could have the whole gearbox blow up!

Cheers! Mel

Try rewriting more concisely – either do individually, if they think they can, or if need help, some students could gather as a small group and do collaboratively with teacher. Then share and discuss. Also draw attention to how can use bold, bullet points, layout etc and why might use these features.

Possible summary:

Stop! Read this message before starting up slicer.

5/5/12

Slicer has just been repaired.

Needs to be greased every hour for the first 10 hours of use. Then contact technician at Selectrix to retighten. **Failure to do this may damage the slicer!**

Squirt grease into gearbox through the top opening. Record on schedule below:

Date:	Hours used between:	Greased at.....	By.....
5/5/12	used 10.15am-12.30pm	11.15am, 12.15pm	Mel